

**Purchase Order & Invoicing standards for
Swiss Reinsurance Company Ltd., Swiss Re Management Ltd.,
Swiss Re Investments Ltd., Swiss Re Ltd., iptiQ Group Holding Ltd.,
Swiss Re Insurance-Linked Investment Management AG**

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Introduction

Swiss Re is committed to meeting its obligations to vendors, including timely payment for agreed goods/services. In order to meet this goal we ask all our vendors to comply with minimum requirements for orders and invoices.

We operate a Purchase Order process for our Swiss purchasing entities:

1. Swiss Reinsurance Company Ltd.
2. Swiss Re Management Ltd.
3. Swiss Re Investments Ltd.
4. Swiss Re Ltd.
5. iptiQ Group Holding Ltd. and
6. Swiss Re Insurance-Linked Investment Management AG

For these locations, please follow instructions in this document. We thank you in advance for your co-operation.

Purchase Order Instructions

It is very important that you have a Purchase Order number (PO) from Swiss Re at the time of receiving our order for services or goods. If you do not receive a Purchase Order, please contact your Swiss Re partner.

It is essential that the correct legal entity and respective invoicing address are included. The entity that directly benefits from the goods and services should be included.

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Invoice Instructions

Send invoices via email – a central delivery email address along with contact details for our Accounts Payable team in the event of any queries or being unable to email invoices can be found on page 4 and 5.

Missing details may result in delays or invoices being returned for correction and resubmission;

**Payment terms are applied from the invoice date.
Our standard payment terms are 30 days.**

Tymetrix users should continue to follow their existing process.

For prompt payment, please ensure that all invoices include the following:

- The appropriate Purchase Order number;
 - Correct legal name and address of the Swiss Re entity purchasing the goods/services (as per the order)
 - The name of the Swiss Re contact person in respect of the goods/services
 - A clear description of the goods and/or the services purchased;
 - Billing in the currency stated in the Purchase Order
 - Your organization's current address and bank details
 - Your VAT number (if not applicable, please state that your organization not VAT registered)
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- If otherwise agreed in the contract, any non-standard Payment negotiated terms should be indicated on each invoice. This will be used to check against order / contract information.

Purchase Order & Invoicing standards for Swiss Reinsurance Company Ltd., Swiss Re Management Ltd., Swiss Re Investments Ltd., Swiss Re Ltd., iptiQ Group Holding Ltd., Swiss Re Insurance-Linked Investment Management AG

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Entity	Swiss Reinsurance Company Ltd.	Swiss Re Management Ltd.	Swiss Re Investments Ltd.	Swiss Re Ltd.	iptiQ Group Holding Ltd.	Swiss Re Insurance-Linked Investment Management AG
Bank Charges	<p>Swiss Re applies shared bank charges between Swiss Re and vendor.</p> <p>If agreed otherwise, it should be covered by contract and mentioned on each invoice issued to Swiss Re.</p>					

Requirements for emailed invoices

Emails must be addressed to the email address (CH_InvoicesScanning@swissre.com), as defined below:

Please ensure that all emailed invoices:

1. Are attached as a PDF (non-editable) format;
2. Each PDF attachment must:
 - Be free of any security settings;
 - Contain only one invoice with any relevant back up documentation included in the same attachment;
3. Each email must:
 - Be less than 250 MB in size (including all attachments)
 - Contain a maximum of 50 attachments (invoices).

You will receive an automated response to acknowledge your email has been received in our Swiss Re mailbox.

Failure to follow these instructions may delay payment.

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Where to send and how to address your invoices

It is essential that correct legal entity benefiting from the goods and services & respective invoicing address is included.

Entity	Swiss Reinsurance Company Ltd.	Swiss Re Management Ltd.
Invoice email address	CH InvoicesScanning@SwissRe.com	CH InvoicesScanning@SwissRe.com
Entity address – to be stated on invoice	Accounts Payable Postfach, 8022, Zurich, Switzerland	Accounts Payable Postfach, 8022, Zurich, Switzerland
Purchase Order (PO) Numbers	CH1-400xxxxx	CH2-400xxxxx
VAT Number	CHE-116.291.855 MWST	CHE-116.291.855 MWST
	<i>If you are unable to email invoices, please use the appropriate Invoice & payment query contact details below to contact Swiss Re</i>	
Invoice & payments queries	Payables_EMEA@swissre.com	Payables_EMEA@swissre.com

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It is essential that correct legal entity benefiting from the goods and services & respective invoicing address is included.

Entity	Swiss Re Investments Ltd.	Swiss Re Ltd.
Invoice email address	<u>CH_InvoicesScanning@SwissRe.com</u>	<u>CH_InvoicesScanning@SwissRe.com</u>
Entity address – to be stated on invoice	Accounts Payable Mythenquai 50/60 8022 Zurich, Switzerland	Accounts Payable Postfach, 8022 Zurich, Switzerland
Purchase Order (PO) Numbers	NA	CH5-400xxxxx
VAT Number	CHE-116.291.855 MWST	CHE-116.291.855 MWST
	<i>If you are unable to email invoices, please use the appropriate Invoice & payment query contact details below to contact Swiss Re</i>	
Invoice & payments queries	<u>Payables_EMEA@swissre.com</u>	<u>Payables_EMEA@swissre.com</u>

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It is essential that correct legal entity benefiting from the goods and services & respective invoicing address is included.

Entity	iptiQ Group Holding Ltd.
Invoice email address	<u>CH_InvoicesScanning@SwissRe.com</u>
Entity address – to be stated on invoice	iptiQ Group Holding Ltd. C/o Swiss Reinsurance Company Ltd., Mythenquai 50/60, 8022 Zürich, Switzerland
Purchase Order (PO) Numbers	CH13-400xxxxx
VAT Number	CHE-116.291.855 MWST
	<i>If you are unable to email invoices, please use the appropriate Invoice & payment query contact details below to contact Swiss Re</i>
Invoice & payments queries	<u>Payables_EMEA@swissre.com</u>

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Where to send and how to address your invoices

It is essential that correct legal entity benefiting from the goods and services & respective invoicing address is included.

Entity	Swiss Re Insurance-Linked Investment Management AG
Invoice email address	CH_InvoicesScanning@SwissRe.com
Entity address – to be stated on invoice	Swiss Re Insurance-Linked Investment Management AG 50/60 Mythenquai Zurich Switzerland 8002
Purchase Order (PO) Numbers	CH6- 400XXXX
VAT Number	CHE-116.291.855 MWST
	<i>If you are unable to email invoices, please use the appropriate Invoice & payment query contact details below to contact Swiss Re</i>
Invoice & payments queries	Payables_EMEA@swissre.com